

~~SECRET~~
~~CLASSIFIED~~

DEC 28 1954

MEMORANDUM FOR: Deputy Director (Administration)

ATTENTION : [REDACTED] 25X1A9A
 SUBJECT : Courier Service [REDACTED] 25X1A6D

1. Reference is made to [REDACTED] telephone conversation with Mr. White of this Office on 22 December 1954, wherein he requested comment concerning the assignment of the responsibility [REDACTED] for handling their own courier requirements. This Office concurs in assigning such responsibility [REDACTED] with the understanding that they will provide the necessary personnel. 25X1A9A
 25X1A6D 25X1A6D

2. A staff study has been prepared by this Office, and forwarded to the Management Staff, which requests an increase in staffing for the Mail and Courier Branch. The recommendation contained in the staff study that the Mail and Courier Branch Table of Organization be increased by 7 should be changed to indicate an increase of 5 (less 2 WB-3 laborers) if the responsibility for providing courier service [REDACTED] is assigned to that activity. 25X1A6D

3. Upon receipt of a request from that activity, we will effect the transfer of the vehicle which was recently authorized and assigned to the Mail and Courier Service.

FOIAB3B

[REDACTED]
 JAMES A. GARRISON

JOB NO. [REDACTED] FORM NO. [REDACTED] DOC. NO. 15 NO CHANGE
 IN CLASSIFICATION [REDACTED] TO: IS S RET. JUST 22
 NEXT REVIEW: 10/11/87 [REDACTED] REV: [REDACTED] PEO: 02
 NO. PGS / CREATION DATE: [REDACTED] ORG COMPL: [REDACTED] ORG CLASS: [REDACTED]
 REV CLASS: [REDACTED] REV COORD: [REDACTED] AUIK: HR 76-3

25X1

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ER-6-0390

~~CONFIDENTIAL~~

SEP 21 1954

MEMORANDUM FOR: Deputy Director (Administration)

25X1A6D

ATTENTION:

SUBJECT: Security Alarm Service - Records Building

25X1A9A

1. Reference is made to your memorandum of 9 September, subject as above, in which you inquired into the necessity of an alarm installation in the Records Building and, if deemed necessary, the possibility of obtaining such protection from a firm other than possibly at a lower cost.

25X1

2. Because of the large volume of material classified up to and including Top Secret which will be stored on open shelves in this building, I feel that the alarm system, similar to that presently in operation in the Vital Records Repository, is required. I further recommend that the Company be used for the installation of the alarm system, because of the risk involved in dealing with smaller local companies whose products, installations and service have not been tested and proven satisfactory.

25X1

FOIAB3B

Shirley Edwards
Director of Security

JOB NO. E&K NO. FID NO. DOC. NO. 16 NO CHANGE
IN CLASS X DFC-PSS1 CLASS C CHANGED TO TS S C RET. JUST 22
NEXT REV DATE 10 REV DATE 31/01/80 REVIEW PE DOC. 02
NO. FUG 4 CREATION DATE ORG COMPT ORG CLASS C
REV CLASS C REV COORD. AUTH: HR 70-3

25X1